

## FermiWorks

### Add OHAP and Certifications

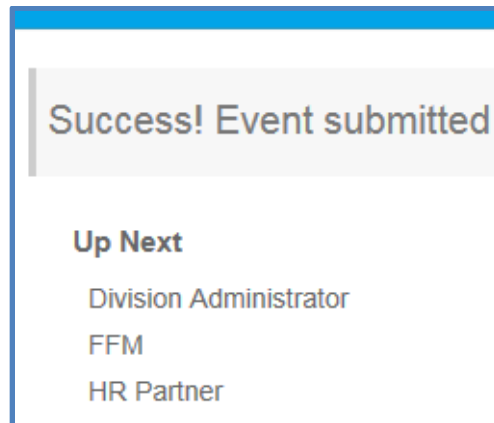
**04.14.2015**

This action can be completed by either the Division Administrator or the FFM. Discuss this to determine who will complete this in FermiWorks. Whoever completes this action item is the only one who can review the status in their Archives tab. If you manage this action, be sure to inform your FFM/Division Administrator to complete these actions if you are away from the Lab.

#### For New Hires

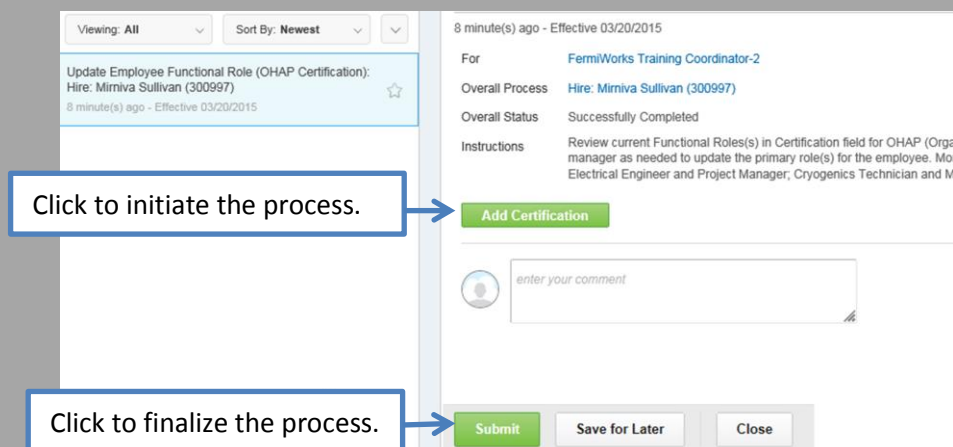
The OHAP step is sent to the

- Division Administrator
- FFM
- HR Partner



1. Open the Action item in your FermiWorks Inbox.

**NOTE:** To complete adding OHAP for new hires, after the certification is added, Submit must be clicked or the process is not successfully finished.



2. Click **Add Certification**.

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3. Enter the **Worker's** name.
4. Click **OK**.

Information entered here is expected to be the truth. If applicable, please attach relevant documentation.  
If you have any questions, please contact your HR Partner at <http://wdrs.fnal.gov/section/hrpartner.html>

Less

Add
⊖

Country x United States of America

Certification \* search

If you cannot find the certification, check here ☐

Certification Number

Issued Date \_/\_/\_

Expiration Date \_/\_/\_

search

By Issuer

By Recommended: By Issuer

Global

All

#### Add OHAP/Certification

1. Enter United States of America for the **Country**.
2. Click **Prompt > By Issuer** to display the pick list of Certifications. Select
2. Select the OHAP at the top of the appropriate OHAP section.

**NOTE:** Select the first level/lowest number in the parenthesis unless you have a specific need for another code, i.e. *Mechanical Design Engineer (E00080)* – OHAP compared to *Mechanical Design Engineer (E00090)*.

3. Enter the hire date as the **Issued Date**.
4. Click **Submit**.
5. Click **Submit** on the next window to complete the OHAP Action.

**NOTE:** If a Submit button is not visible, open our Inbox and open the OHAP Action. Then click *Submit* to complete the Action.